

City of Miami Beach, 1700 Convention Center Drive, Miami Beach, Florida 33139, www.miamibeachfl.gov

PERSONNEL BOARD MINTUES OF THE MEETING OF MAY 18, 2012

Attending:

David Alschuler

Chairperson

Michael Perlmutter Moi Khaahan Danial Vice Chairperson Associate Member

Gabriel Paez Rosalie Pincus David Richardson Associate Member Associate Member Associate Member

George Castell

Associate Member Employee Member

Evette Phillips Ramiro J. Inguanzo Employee Member

Secretary

Absent:

Christopher Diaz

Employee Member

David Alschuler, Chairperson, convened the Personnel Board meeting at 9:06 a.m.

ITEM 1- Introduction of new Associate Member David Richardson.

Chairperson Alschuler introduced David Richardson, the newly appointed Associate Member. Secretary Inguanzo informed the Board that Mr. Richardson had attended the Personnel Board Subcommittee meeting on May 7, 2012 regarding the review of the Personnel Rules.

SPECIAL ITEM - Commissioner Jerry Libbin addressed the Board regarding a possible amendment to the City's work rules.

Commissioner Jerry Libbin spoke regarding adding a "duty to report" policy in the City's work rules. Commissioner Libbin had previously addressed the Personnel Board Subcommittee on May 7, 2012 asking them to consider incorporating something of this nature during the Subcommittee's revision of the City's Personnel Rules. Commissioner Libbin would like to see a policy that would require any employee who is aware of any wrong-doing or illegal activity, to report it to the proper authority or face disciplinary action.

ITEM 2 - Approval of Minutes.

Upon motion by Vice Chairperson Perlmutter, and seconded by Associate Member Khaghan Danial, the minutes of the March 9, 2012 Personnel Board meeting were approved. Associated Member Richardson abstained from the vote since he was not a member of the Board during that meeting.

ITEM 3 – Review of Correction to the February 10, 2012 Personnel Board Meeting Minutes.

Upon motion by Associate Member Paez, and seconded by Associate Member Khaghan Danial, the correction of the February 10, 2012 Personnel Board meeting minutes was approved.

ITEM 4 – Update from the Subcommittee on the amendment process of the Personnel Rules.

Associate Member Khaghan Danial advised that he City's Personnel Rules had not been amended since 2005 and explained that this process is a slow line-by-line endeavor. She also

informed the Board that the current Personnel Rules do not include a Code of Conduct/Ethics and the Subcommittee will be addressing this as well looking to incorporate a "Duty to Report" policy. Commissioner Libbin asked that he be kept up to date on the process and when amendment was reaching its end. Associate Member Khaghan Danial advised that there would be public notices and hearings once the updated Personnel Rules were ready for review.

ITEM 5 - Classified Performance Evaluations - the request from Personnel Board Members for Department Directors with more than 10% or with 10 or more past due performance evaluations to appear before the Board

Secretary Inguanzo informed the Board that Human Resources continues to work with all City departments on this matter. Secretary Inguanzo also informed the Board that some of the numbers are high due to employees being out on Family Medical Leave (FML). Secretary Inguanzo also briefly explained to The Board some of the unique circumstances in the Code Compliance Division and why those numbers have increased.

ITEM 6 - Open Forum Discussion.

Chairperson Alschuler asked Secretary Inguanzo for an update on the Employee Recognition Ceremony as well as to the status of the Employee of the Year plaque. Secretary Inguanzo informed the Board that the Employee Recognition Ceremony had a great turn-out. This ceremony was held on March 26, 2012 in order to also incorporate the City's birthday celebration. Secretary Inguanzo also informed the Board that the Employee of the Year plaque has been placed on the third floor of City Hall, outside of the Human Resources Department and currently has the names of both the 2010 and 2011 recipients. Associate Member Paez, suggested again that we reach out to the Office of Communications for the possibility of having the Employee Recognition Ceremony taped and aired on Channel MBTV 77, as well as including it in the City's print publications in future years.

Associate Member Pincus requested that Human Resources provide the Board with a workshop explaining how the hiring and background process works. Mr. Inguanzo gave a brief overview of the process and advised the Board that an item regarding this request will be placed on the agenda of a future meeting.

With all in favor, the meeting was adjourned at 9:58 a.m.

Ramiro Inguanza, Secretary